Setting up your Email using Exchange - Student

Windows 8 Guides

SETTING UP WINDOWS MAIL TO CHECK STUDENT EMAIL

Windows 8 has a mail app built into the Start screen that you can use to check your SU email. Once set up, you can send and receive email, check your calendar, and more right from the Mail app.

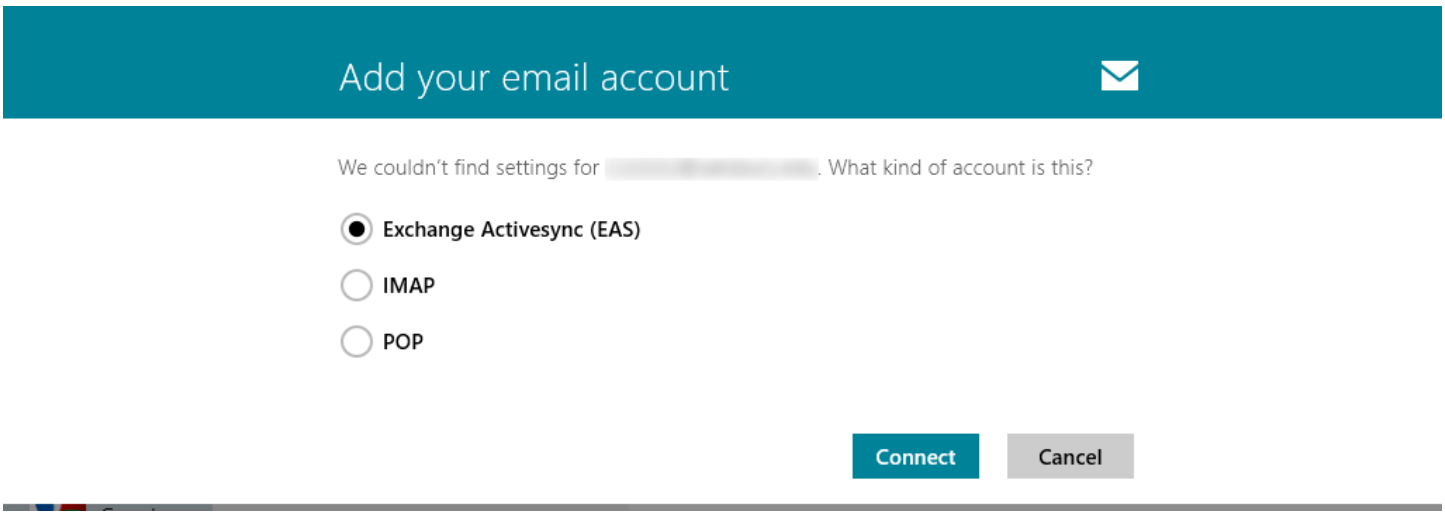
INSTRUCTIONS

Open the Mail app by clicking Mail on the Start screen.

This app is usually located in the upper right-hand corner.

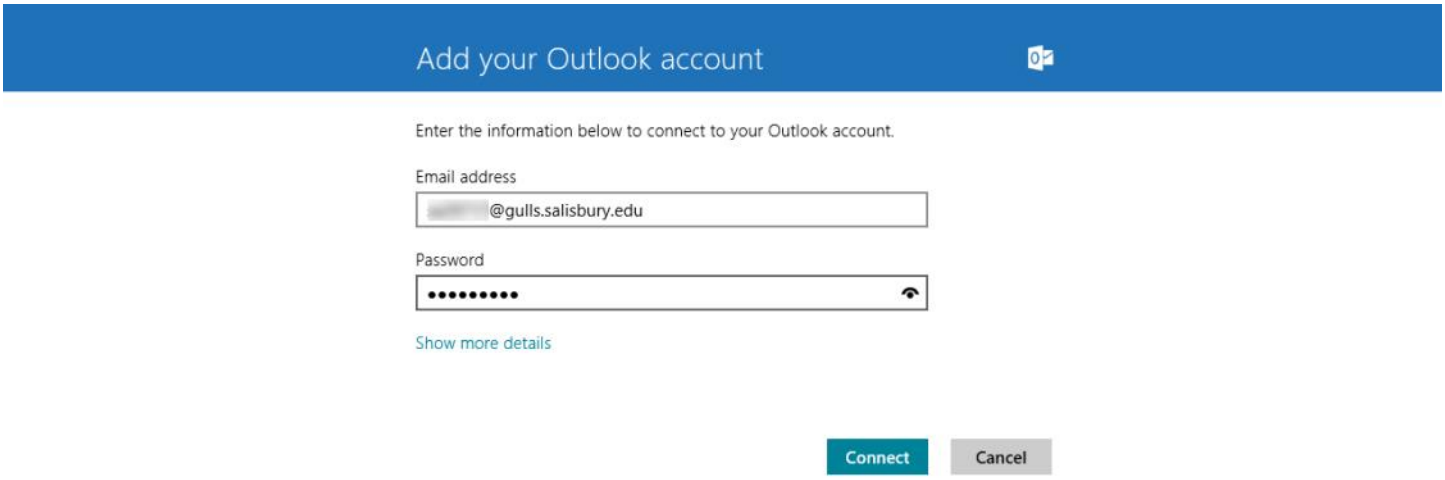
You may see a blue mail screen when first starting up the app. If this is your first time opening the app, you may also be asked to enter or create a Microsoft account.

It should then prompt you to Add your email account as shown below. If so, choose Exchange ActiveSync (EAS) and click Next



If you aren't prompted, or have previously set up an email in the Mail app, you can move your mouse in the upper or lower right-hand corner to open the Charms menu, choose Settings, and click Accounts. Click Add an Account, and then choose Outlook.

Enter your full email address and password, and click Connect. It will indicate that it is adding your account.



You will get a message about making your PC more secure in order to use this server. Click Enforce these policies.

Your email set up is now complete.

TROUBLESHOOTING

- Mail calls your account "Salisbury" by default. To change the name of your account, move your mouse to the upper or lower right-hand corner to open the Charms menu and click Settings. Click Accounts. Click the Account name to view and change the settings for that account.
- These instructions are for a Microsoft Exchange setup. Mail supports IMAP, but it is not recommended as it requires your own outgoing mail service, so we do not provide instructions for setting it up as an IMAP service. POP mail is not supported by Mail.